



TO: Corporation Test Coordinators, Superintendents, Principals, School Leaders
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: March 13, 2020
RE: 2019-2020 ILEARN Rescore Request Process – Schedule Updates

NOTES:

- This updated overview reflects changes to the rescore request window for the Winter 2020 ILEARN Biology ECA. The revised window supports AIR and IDOE’s score verification and quality control processes related to a small population of student testers. The optional parent letter template (link, below) is also updated to reflect this updated rescore request window.
- Current rescore request windows and reporting timelines are dependent on any IDOE-approved test window extensions due to [possible COVID 19-related school closures](#).

Pursuant to Indiana Code 20-32-5.1-12(d), the Indiana Department of Education (IDOE) outlined a rescore request process for open-ended items appearing on ILEARN Biology ECA and 3-8 assessments. Building principals must follow these guidelines when requesting rescoring of student responses following each ILEARN test administration.

Three ILEARN rescore request windows will occur beginning this school year, one each to support the fall and winter ILEARN Biology ECA test windows, and a third to support the spring ILEARN Biology ECA and 3-8 assessments. Each rescore request window opens twelve business days after the respective test window opens to coincide with the availability of preliminary results in the Online Reporting System (ORS):

Assessment(s)	Test Window	Rescore Request Window
ILEARN Biology ECA*	December 2-19, 2019	December 18, 2019 – January 17, 2020
ILEARN Biology ECA*	February 10-27, 2019	March 16 – 27, 2020
ILEARN 3-8	April 20 – May 15, 2020	May 6 – June 5, 2020
ILEARN Biology ECA*	April 20 – May 22, 2020	

*Some students participating in the ILEARN Biology ECA may respond to a field test performance task. In such cases, these items will not be eligible for rescoring in AIR’s Test Information Distribution Engine (TIDE).

Rescore Request Process: Responsibilities

Corporations & Schools

- Communicate the locally managed rescore request process to parents of students who tested. Schools may edit [this parent letter template](#), or draft their own message.
- Designate principal or other building-level administrator who will meet with individual parents. This designee will assume the “Principal” user role in TIDE and submit any rescore requests on behalf of parents.

- Accommodate parent requests to visit the school and discuss assessment results, view student response images, and/or request rescoring.
- Require each parent to sign a non-disclosure agreement (NDA) before allowing parent to view secure test content in TIDE.
- Keep all signed parent NDAs on file locally.
- Maintain security of test content at all times.
- Notify parents before submitting any rescore request(s) for a student since rescoring may result in decreased score.

Parents

- Contact the school to request an opportunity to view child's responses to open-ended test items.
- Visit the school to discuss and/or view students' response images and scoring rubrics.
- Sign a non-disclosure agreement (NDA) before viewing and discussing secure test content in TIDE.
- Maintain security of test content at all times.

Additional Information

- All open-ended operational items, including those that may yield a condition code, are eligible for rescoring.
- Some students participating in the ILEARN Biology ECA may respond to a field test performance task. In such cases, these items will not be eligible for rescoring in TIDE.
- All items, responses, and scoring rubrics are secure materials and must not be discussed outside of the rescore request process, nor may they be shared, distributed, or duplicated in any way.
- A rescore request may only be submitted one time for an item. Multiple requests for the same item for a single student is not allowed by the online system.
- Once a rescore request is submitted, the request and/or score change cannot be reversed and the item image will no longer be visible in TIDE.
- Requests submitted in TIDE outside of the designated window will not be processed.
- **Pursuant to Indiana Code: ILEARN rescore requests may result in an increased or decreased scale score!**
- The rescore request window is the only time during which student responses to open-ended items are visible. **Neither items nor responses will be available outside of the rescore request window.** Items are secure content and will remain in the item pool for possible use in future test administrations.
- Final results for all 2019-2020 ILEARN assessments will post in ORS on **July 1, 2020** and reflect any rescore request data.
- A new rescore report in ORS will reflect all properly submitted rescore requests, beginning in Spring 2020.

Training Module

Principals who will facilitate the rescore request process should review the "Request an Item Rescore" training module, which highlights the steps for the rescore process in TIDE. This module is posted in the "Training Resources" folder under each user role on the [Indiana Assessment Portal](#).